



## **SCOTTISH POTTERS ASSOCIATION SCIO**

**Annual Report & Financial Statements**

**For the period ending**

**30 November 2022**



**Scottish Charity No SC048850**

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## TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2022

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the period ending 30 November 2022.

This annual report covers the period from 1 December 2021 to 30 November 2022.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Current Trustees

Fiona Robertson	Chair	Appointed March 2019
Kirsty Forsyth	Secretary	Appointed January 2023
Carol Hiles	Treasurer	Appointed March 2022
Iain Campbell		Founding trustee
Christine Flynn		Founding trustee
Caroline Gault		Appointed March 2019
Maria Nordgren		Appointed March 2019
Roos Eisma		Appointed March 2022
John Townsend		Appointed March 2022
Carl Radford		Appointed March 2022
Chris Pellow		Appointed November 2022

#### Former Trustees

Fran Marquis	Resigned March 2022
Elaine Hill	Resigned March 2022
Anna Kretsinger	Resigned March 2022
Kathleen Morison	Resigned March 2022
Lynn Pitt	Resigned March 2022
Elaine Pollitt	Resigned March 2022
Mina Rusk	Resigned March 2022
Miranda MacDonald	Resigned September 2022
Irene Hughes	Resigned November 2022
Ian Gray	Resigned January 2023

Email [chair@scottishpotters.org](mailto:chair@scottishpotters.org)  
Website [www.scottishpotters.org](http://www.scottishpotters.org)

Bankers Bank of Scotland, [REDACTED]

Independent Examiner Karen Henderson CA  
[REDACTED]

# **TRUSTEES' ANNUAL REPORT**

## **FOR THE PERIOD ENDING 30 NOVEMBER 2022**

### **STRUCTURE GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 19 November 2018. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 19 November 2018. It is governed by a written constitution.

#### **Appointment of Trustees**

All Trustees are elected annually by the membership at its Annual General Meeting. Trustees are expected to serve for a minimum 3-year term to ensure continuity.

The people serving on the Management Committee are the Trustees. The Management Committee consists of up to fifteen members who are all volunteers. During the year two trustees resigned. Membership of the Management Committee is open to all paid-up members of the SPA.

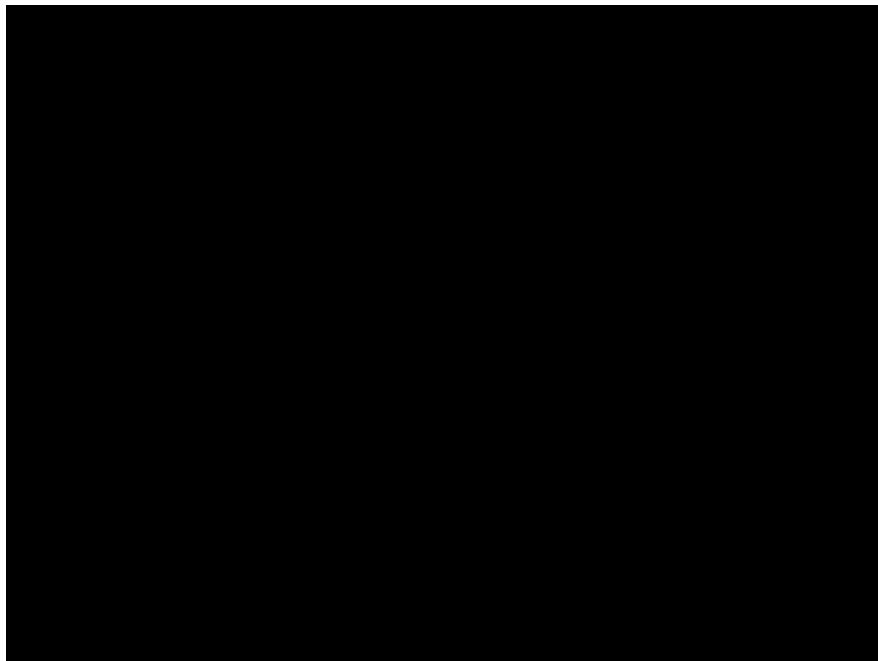
#### **Working Teams**

The Management Committee is supplemented by voluntary working teams whose members offer their services either to assist with specific projects or to support committee members where the role involves a lot of work such as setting up exhibitions or running workshops. The work of team members is invaluable.

#### **Organisational Structure**

The structure of the organisation consists of: -

- the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the Management Committee and take decisions on changes to the constitution itself;
- the MANAGEMENT COMMITTEE - who hold regular meetings, and generally control the activities of the organisation; for example, the Management Committee is responsible for monitoring and controlling the financial position of the organisation.



*Committee Raku Workshop April 2022*

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE PERIOD ENDING 30 NOVEMBER 2022**

#### **OBJECTS & ACTIVITIES**

##### **Charitable Purposes**

The Scottish Potters Association objectives are the advancement of the Arts and Culture and in furtherance of this:

- To promote and encourage the making, appreciation and development of Scottish pottery and ceramic craft, art and culture.
- To provide information and opportunities for communication and collaboration between ceramic makers, artists and the public.
- To work in partnership with other organisations.
- To provide and promote Equal Opportunities such that; the organisation will not discriminate based on race, sex, disability, sexuality, age or based on political, religious or other opinions. As and if required by funders and/or members, the fuller Local Authority Equal Opportunities policies may be adopted.

##### **Activities**

To meet those objectives, the SPA aims to:

- arrange opportunities for the public:
  - to see potters at work;
  - to get hands on with clay;
  - to see potters work on display;
- run workshops for members;
- organise demonstration events for members;
- organise public exhibitions of members work;
- produce and distribute a trail map of potters in Scotland with studios open to the public;
- provide opportunities for members to network.

#### **ACHIEVEMENTS & PERFORMANCE**

Following on from the Good Governance review in 2021, another was completed in 2022, identifying further areas for the Management Committee to focus on throughout the year. Our Cancellation Policy was approved at our 2022 AGM as well as a revision of our Financial Management Policy to clarify the position on allowable expenses for Management Committee meetings. Our policies will continue to be reviewed on an ongoing basis and, most recently, we have strengthened our terms and conditions for members taking part in exhibitions to ensure a smoother running of these events.

All Management Committee meetings during 2022 were held online via Zoom except for a team-building event in April 2022 to welcome onboard the new committee members and help the Management Committee bond as a team. We were fortunate to be able to hold this event in a covered outdoor setting which negated any concerns re Covid which still existed at that time. Retaining the use of Zoom for the vast majority of our meetings has continued to have a positive impact on our finances as in-person Management Committee meetings can involve significant travelling expenses, with the Trustees needing to travel from all parts of Scotland.

We made the decision in February 2021, given the level of restrictions on our activities, to reduce membership fees by almost half. That decision also reflected the concern that many of our members were facing substantially reduced incomes due to the cancellation of so many trade fairs. In February 2022, we decided to continue with the reduced fees as many members were still struggling financially because of the pandemic and our finances were healthy. The continued reduction attracted even more members with our membership reaching over 400 members by the end of the financial year.

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE PERIOD ENDING 30 NOVEMBER 2022**

Our annual Spring Gathering residential weekend at Tulliallan Police College in March 2022 was cancelled for a third year due to the Police College being shut to the public for police training for the UN Climate Change Conference (COP26).

Unlike the previous year, we decided to organise an online weekend rather than cancel the event entirely. Two of the planned demonstrators agreed to do online demonstrations and the event ran over the Saturday and Sunday of the weekend originally planned for the residential weekend. One of the added advantages was that this allowed members who perhaps wouldn't have been able to attend in person to see the demonstrations. Both demonstrations were also recorded and made available to members via our website for future viewing.

As a result of cancelling the residential weekend, our AGM, which would normally take place during that weekend, was held online for the third year. A quorum was easily reached, and members were given an opportunity at the end of the meeting to chat via Zoom in small breakout rooms.

In early 2022, the Management Committee acknowledged that the pandemic may be likely to have less impact on face-to-face events and a significant amount of effort was put in to organise opportunities for our members to finally come together. The £5000 budget originally set aside for the creation of online workshops in 2020-21 was not fully used and was rolled over to the 2021-22 financial year. It was decided to use this to fund our face-to-face demonstrations throughout the year to give back to members for the lack of events and facilities during the pandemic. This ensured that members and the public could attend event the demonstrations throughout the year for free. Another important aspect of this decision was the acknowledgement that many members had suffered financially during the pandemic and might not otherwise be in a financial position to participate.

In May, our first exhibition of the year took place at The Barony, West Kilbride. Themed to link in with Visit Scotland's year of Stories, the exhibition was a record-breaking event with over £8,000 of ceramic works sold. During the exhibition, the SPA was offered the use of the workshop space upstairs at The Barony. The third demonstrator, who had originally been booked for our Spring Gathering, agreed to deliver a face-to-face demonstration over a Saturday and Sunday which was well attended by members. It was also recorded for editing an adding to our online bank of workshops and demos. The following weekend, we had four members do demonstrations for other members and members of the public. Again, these were recorded for future viewing online.

In June, the SPA once again took part in Potfest Scotland at Scone Palace with an information stall promoting pottery and ceramic art in Scotland. We also promoted classes and courses run by our members for the public to try pottery. A team of volunteers attended the event to man the stall and support our members who were taking part with their own trade stalls by offering cover for the stalls for rest breaks. For 2022, we also had members doing informal throwing and hand building demonstrations throughout the 3 days of the event, which generated a lot of discussion with the public about pottery and the processes. As always, the event was a great success with a large number of visitors to the stall and hundreds of Pottery Trail leaflets distributed to the public to enable them to find independent potteries thought the country.

In July, we returned to the Watermill Gallery in Aberfeldy for a two-month collaborative exhibition displaying works alongside the works of the resident artist, Zanna Wilson. This overlapped with a short exhibition in August on Wild Clay held at the SECC as part of the World Congress on Soil Science, which attracted over 2000 delegates from around the world.

In September, we held a fourth exhibition over two weeks at The Bield in Perthshire which included daily demonstrations by members including raku demonstrations at the weekends. The final exhibition of 2022 was at the Milton Gallery in Banchory and run from mid-November until Christmas. Sadly, these last two events were

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE PERIOD ENDING 30 NOVEMBER 2022**

not as well attended, and it became apparent that, as the effects of the pandemic wore off, people's lives were becoming far busier than they had been pre-pandemic. The Management Committee took time to reflect on the issues around these events, and lessons were learned. It was decided that only two exhibitions would be booked for 2023 to give members the chance to participate without detracting from their primary business goals.

Originally started in response to the pandemic, our weekly coffee mornings/evenings have continued to be a real success. Each session lasts about two hours and, as well as general conversations on day-to-day events, all sessions involve a sharing of ideas, information, techniques, and tips. Members joining from their studios frequently do impromptu demonstrations on what they are currently working on. Overall, participants have found them a positive addition to the other activities offered by the Management Committee and the decision was made for them to continue permanently.

Another networking opportunity started in 2020 was our Facebook group, where members share ideas, connect with each other, and generally offer support. Half of our members are also members of this group, and it continues to be extremely popular with numerous posts each day. It has also enabled members to connect with others in their area to share delivery costs from suppliers and arrange small local social gatherings.

Our quality quarterly newsletter has continued with the option for members to receive it digitally or in print. Each issue has been packed with information on events which have taken place, opportunities for members to become involved and interesting articles on a wide variety of topics.

A monthly e-bulletin is sent out to all members and any non-members who sign up to receive it, with news of what we are doing with links to any events our members are participating in, and events held by other associated organisations such as Craft Scotland.

As well as supporting members, the Management Committee have continued to pull together to support and encourage each other through these difficult times. When the pandemic hit, the existing Trustees agreed to stay in post to ensure continuity for the Charity. At the AGM in 2022, half of our Trustees resigned after spending significantly longer in post than originally planned and new Trustees were welcomed to the Management Committee. Training has been done in 2022 to ensure the requirements of Trustees are understood and the Management Committee has worked well together during 2022. There have been highs and lows, but the Management Committee have dealt with issues as they arose and found ways to successfully move forward as a stronger, tighter-knit group.

## **FINANCIAL REVIEW**

### **Overview**

Generally, our main source of funding is subscriptions from members. Other sources of income this year were from selling branded merchandise at Potfest and a small donation.

Receipts in the unrestricted funds were £8,429.48. There was no restricted income. Unrestricted payments for the accounting period were £13,646.78 and there were no restricted payments. The charity had a deficit of £5,217.30. The purposes of these funds can be found in Note 1.

### **Reserves Policy**

Scottish Potters Association has reserves of £12,195.99. The trustees believe that three months' running costs are a good level of reserves and £5,000 represents approximately three months. This will allow for the day to day running of the organisation and to cover any unexpected eventualities.

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE PERIOD ENDING 30 NOVEMBER 2022**

#### **FUTURE PLANS**

The Trustees continually discuss ways to improve the services offered by the SPA to both members and the public.

As a result of our relatively healthy financial position and considering the impact of the cost-of-living crisis our members are facing having just emerged from the pandemic, the Management Committee took the decision to continue with the reduction of members subscription fees for 2023.

In the 2021-22 financial year, the various demonstrations were available free for members and the public alike. However, for 2022-23, there will be a need for such events to be self-financing to ensure that there are funds available to support the 50<sup>th</sup> Anniversary events in 2024.

Our annual Spring Gathering event will take place from 3-5<sup>th</sup> March 2023. Three very prestigious demonstrators will be present, and members can participate in competitions, mug swaps and lots of networking with other members. Our 2023 AGM will take place in person during the weekend.

We have planned two exhibitions for 2023. The first will showcase the work of up to 30 members at An Talla Solais in Ullapool from 1<sup>st</sup> April until mid-May. The second, from August to September, is an invitation for the SPA to return to The Barony in West Kilbride to participate in a collaborative exhibition with an internationally acclaimed textile artist.

Planning is also well underway for the 50<sup>th</sup> Anniversary of the SPA in 2024. Venues have been booked and an exciting programme of events is being planned to raise the profile of ceramics in Scotland and to celebrate the milestone. It is envisaged that fundraising will be required to fully support the programme of events.

We will continue to hold our coffee mornings and evenings via Zoom as a networking opportunity for members, as well as continue to encourage participation in our Facebook group. Our e-bulletins will continue to include information on member's activities as advertising for those events and our quarterly newsletter will continue to inspire and enthuse our members with interesting articles.

One of the key areas of focus for the Management Committee in 2022-23 will be improving accessibility, diversity, and equality to ensure that the SPA really is a fully inclusive organisation.

#### **APPROVAL**

This report was approved by the trustees on 13<sup>th</sup> February 2023 and signed on their behalf by:

Fiona Robertson  
Chair

Carol Hiles  
Treasurer



# STATEMENT OF RECEIPTS AND PAYMENTS

AS AT 30 NOVEMBER 2022

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCOTTISH POTTERS ASSOCIATION

*YEAR ENDED 30 NOVEMBER 2022*

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I report on the accounts of the above charity for the period ended 30 November 2022 which are set out on pages 10 to 14.

### RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations").

The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

### BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Karen Henderson CA

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

**STATEMENT OF RECEIPTS AND PAYMENTS**  
**FOR THE PERIOD ENDING 30 NOVEMBER 2022**

	Note	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
		£	£	£	£
<b>Receipts</b>					
Charitable Activities	4	7,753	-	<b>7,753</b>	5,992
Trading	5	672	-	<b>672</b>	69
Donations	6	5	-	<b>5</b>	5
		<b>8,430</b>	-	<b>8,430</b>	6,066
<b>Payments</b>					
Bursary Award		-	-	-	-
Charitable Activities	7	13,225	-	<b>13,225</b>	3,448
Governance Costs	8	17	-	<b>17</b>	510
Trading	9	405	-	<b>405</b>	-
		<b>13,647</b>	-	<b>13,647</b>	3,958
Purchase of Equipment	10	-	-	-	-
		<b>13,647</b>	-	<b>13,647</b>	3,958
<b>Surplus/(Deficit) for year</b>		<b>(5,217)</b>	-	<b>(5,217)</b>	2,108

The Notes on pages 12 to 14 form an integral part of these accounts.

## STATEMENT OF BALANCES

AS AT 30 NOVEMBER 2022

	Unrestricted Funds	Restricted Funds	Total 2022
<b>Funds Reconciliation</b>	£	£	£
Balance at 30 November 2021	17,413	-	<b>17,413</b>
Surplus/(Deficit) for year	(5,217)	-	<b>(5,217)</b>
Balance at 30 November 2022	12,196	-	<b>12,196</b>
 <b>Bank &amp; Cash Balances</b>			
Cash at Bank			12,196
Cash in Hand			-
			<b>12,196</b>
 <b>Liabilities</b>			
Charitable activities			0

### Scottish Potters Association has no contingent liabilities

The Notes on pages 12 to 14 form an integral part of these accounts.

These accounts were approved by the trustees on 13th February 2022 and signed on their behalf by:

Fiona Robertson  
Chair

Carol Hiles  
Treasurer

# NOTES TO THE FINANCIAL STATEMENTS

## FOR THE PERIOD ENDING 30 NOVEMBER 2022

### 1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

### 2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds. There were no designated funds during the accounting period.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes. The charity had no restricted funds see Note 11.
- (d) The purposes of the funds are shown in Note 12.

### 3. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or connected persons during the accounting period.
- (b) Accommodation expenses were reimbursed to one trustee during the accounting period, this amounted to £88.
- (c) Travelling expenses were reimbursed to six trustees during the accounting period, this amounted to £1,316.

### 4. Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2022 £	Total 2021 £
Membership Fees	7,067	-	7,067	6,005
Tulliallan Weekend	-	-	-	-
Exhibitions	686	-	686	-
Pottery Fairs	-	-	-	(13)
	7,753	-	7,753	5,992

### 5. Trading

	Unrestricted Funds	Restricted Funds	Total 2022 £	Total 2021 £
Merchandise sales	672	-	672	69
	672	-	672	69

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE PERIOD ENDING 30 NOVEMBER 2022

**6. Donations**

	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
	£	£	£	£
Amazon Smile	5	-	<b>5</b>	5

**7. Cost of Charitable activities**

	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
	£	£	£	£
Newsletter	2,745	-	<b>2,745</b>	1,767
Insurance	310	-	<b>310</b>	310
Consumables	439	-	<b>439</b>	-
Tulliallan Costs	-	-	-	-
Workshops and exhibitions	5,223	-	<b>5,223</b>	300
Website	432	-	<b>432</b>	396
Events	898	-	<b>898</b>	-
Volunteer expenses	2,122	-	<b>2,122</b>	187
Administration costs	86	-	<b>86</b>	243
Rent	100	-	<b>100</b>	-
Sundries	113	-	<b>113</b>	245
Marketing	757	-	<b>757</b>	-
	<b>13,225</b>	-	<b>13,225</b>	3,448

**8. Governance Costs**

	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
	£	£	£	£
Committee Meeting Costs	17	-	<b>17</b>	60
Independent Examination Fee	-	-	-	450
	<b>17</b>	-	<b>17</b>	510

**9. Trading Costs**

	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
	£	£	£	£
Clay kits	405	-	<b>405</b>	-
	<b>405</b>	-	<b>405</b>	-

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE PERIOD ENDING 30 NOVEMBER 2022

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**10. Movement in Funds**

	As at 30 November 2021	Receipts	Payments	As at 30 November 2022
<u>Unrestricted Funds</u>				
General Fund	17,413	8,430	(13,647)	12,196
<u>Restricted Funds</u>				
None	-	-	-	-

**11. Purpose of Funds**

<b>General Fund</b>	An unrestricted fund that can be expended at the discretion of the trustees in furtherance of the objects of the charity
<b>Restricted Fund</b>	A restricted fund can only be used for a specified purpose